



**APPEAL FORM**

Admin/Late Fee     Late Registration Fee     Late Drop/Add Fee

If you believe there were extenuating circumstances beyond your control that prevented you from making payment (or registering) on time, please complete this form and mail it to SUNY Cortland, Student Accounts, P. O. Box 2000, Cortland, NY 13045.

Student's Name: \_\_\_\_\_ Cortland ID: **COO** \_\_\_\_\_

Address: \_\_\_\_\_ Semester: \_\_\_\_\_

Briefly state circumstances (if needed, please use the back or attach a separate sheet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THE DOTTED LINE – OFFICE USE ONLY**

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Decision: (circle one)                      Approved                      Denied  
Note to student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed written appeals will be accepted at the Student Accounts Office ONLY.  
A copy of this form with a decision, as well as any refund if applicable, will be sent to your permanent address. Please allow 7 business days for processing.**